

# City of Carmel

Carmel Police Department  
3 Civic Square  
Carmel, Indiana 46032

POLICE OFFICER  
PRE-APPLICATION

TO: All Carmel Police Officer Applicants

The Carmel Police Department is an Equal Opportunity Employer. The Department is interested in good citizens who are seeking a career in law enforcement.

From time to time the City will have openings for police officers. The active pool of applicants will include all individuals who have submitted an application prior to the application cutoff and who meet the minimum qualifications for the position.

All applicants will be sent a letter (to the address listed on the pre-application) advising them of a scheduled examination session. The letter will indicate the date, location, and time of the exam. It will also include a brief explanation of the exam's content and procedure. All applicants desiring to participate in the examination will be required to pay a non-refundable fee of twenty dollars (\$20), which is a portion of the exam cost. The Carmel Police Department will pay the remainder of the fee. The fee will be collected at a later time; please do not send fee with this application. Failure to appear for scheduled tests and/or appointments may result in disqualification.

After completion of the written examination applicants will report for the second phase of the testing process. This phase will consist of physical fitness and firearms testing. All applicants who participate in the physical fitness testing will be required to bring a statement from their physician stating that they are fit to take the test. The appropriate forms will be provided.

Upon completion of the entry level testing process, successful applicants will be required to complete an in-depth personal history packet. The data provided in this packet will be used to conduct the background investigation phase of the hiring process. All applicants must give truthful answers to all questions. Any misrepresentation or omission of facts may disqualify the applicant from further consideration. During the investigative process, applicants will be required to take a polygraph examination. Some areas of inquiry include, but are not limited to: previous criminal activity (including illegal drug use and theft) employment and driving history.

**DUE TO THE SENSITIVE NATURE OF POLICE WORK, ALL APPLICANTS MUST MEET CERTAIN REQUIREMENTS.** The following page contains a list of the minimum requirements for police officer applicants to the Carmel Police Department.

## MINIMUM REQUIREMENTS FOR CARMEL POLICE OFFICER APPLICANTS

1. Must be a high school graduate, as evidenced by a transcript issued by an accredited high school. An achievement test certificate from an accredited high school or State Board of Education is acceptable.
2. Shall possess a valid Indiana drivers license (or obtain one within 60 days of becoming an Indiana resident) and have no more than six (6) active points.
3. Shall be a US citizen.
4. Shall be at least 21 years of age, and under the age of 36.
5. Shall be drug-free, and have no convictions for driving under the influence of drugs.
6. Shall have no more than two- (2) alcohol-related violations as a minor (18-20 years of age).
7. Shall not have a conviction for operating a vehicle while intoxicated (OWI), or operating a vehicle with a blood alcohol content (BAC) in excess of the legal limit as set by state law.
8. Shall have no felony convictions.
9. Shall have no convictions for any Class A misdemeanor.
10. Shall have no convictions for selected Class B misdemeanors (list attached). The Chief of Police will make the final decision regarding disqualification in this area.
11. Shall not have received other than an honorable discharge from the military, or other discharge with honorable conditions.
12. If appointed, shall establish residency as required by state law or local ordinance

If you meet these minimum standards and wish to apply, please fill out the pre-application COMPLETELY AND TRUTHFULLY and return pages 3 through 6

**INCOMPLETE PRE-APPLICATIONS WILL NOT BE CONSIDERED.**

**CARMEL POLICE OFFICER PRE-APPLICATION**

THE FOLLOWING INFORMATION WILL BE USED FOR IDENTIFICATION PURPOSES  
ONLY AND MAY BE USED IN CONDUCTING A BACKGROUND INVESTIGATION  
(PLEASE PRINT LEGIBLY OR TYPE)

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Last First Middle

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_  
(OPTIONAL)

DRIVERS LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_ EXP DATE \_\_\_\_

CURRENT EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_

PHONE ( ) \_\_\_\_\_ POSITION HELD \_\_\_\_\_

DUTIES \_\_\_\_\_

PREVIOUS WORK EXPERIENCE \_\_\_\_\_

**EDUCATION:**

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D? YES \_\_\_\_\_ NO \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_

COLLEGE \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_

CREDIT HOURS \_\_\_\_\_ DEGREE ATTAINED \_\_\_\_\_

COLLEGE \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_

CREDIT HOURS \_\_\_\_\_ DEGREE ATTAINED \_\_\_\_\_

ADDITIONAL SCHOOLING, TRAINING AND/OR CERTIFICATIONS \_\_\_\_\_

(AS A JUVENILE OR AN ADULT)

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ YES \_\_\_\_\_ NO

HAVE YOU EVER BEEN ARRESTED FOR A FELONY? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? \_\_\_\_\_ YES \_\_\_\_\_ NO

HAVE YOU EVER BEEN ARRESTED FOR A MISDEMEANOR? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF DOMESTIC BATTERY? \_\_\_\_\_ YES \_\_\_\_\_ NO

HAVE YOU EVER BEEN ARRESTED FOR DOMESTIC BATTERY? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER RECEIVED A TRAFFIC TICKET? (INCLUDE PARKING)

\_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN (INCLUDE DATE, LOCATION, CHARGE, FINE OR SENTENCE)

\_\_\_\_\_

\_\_\_\_\_

HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED/REVOKED?

\_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER COMMITTED OR ASSISTED ANOTHER PERSON IN THE CRIME OF MURDER, KIDNAPPING, RAPE, ROBBERY, BURGLARY, ARSON, THEFT OR CONVERSION? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER PURCHASED OR SOLD ANYTHING YOU KNEW OR SUSPECTED WAS STOLEN? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER POSSESSED, PURCHASED, SOLD OR DISTRIBUTED ANY ILLEGAL DRUGS? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER USED AN ILLEGAL DRUG? \_\_\_\_\_ YES \_\_\_\_\_ NO

*THE CARMEL POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER*

IF YES, EXPLAIN (INCLUDE ALL DRUGS USED AND LAST TIME USED) \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED FOR AN ALCOHOL-RELATED VIOLATION? (i.e., public intoxication, operating while intoxicated, illegal possession or consumption of alcohol) \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN FROM A POSITION OF EMPLOYMENT? \_\_\_\_\_ YES \_\_\_\_\_ NO  
IF YES, EXPLAIN \_\_\_\_\_

\_\_\_\_\_

I HAVE ANSWERED ALL THE ABOVE QUESTIONS FULLY AND TRUTHFULLY. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF REQUESTED INFORMATION COULD ELIMINATE ME FROM CONSIDERATION AS AN APPLICANT WITH THE CARMEL POLICE DEPARTMENT. IF ANY OF THE INFORMATION CHANGES, I UNDERSTAND THAT I AM RESPONSIBLE FOR PROMPTLY UPDATING THAT INFORMATION IN WRITING.

I AUTHORIZE THE CARMEL POLICE DEPARTMENT TO CONDUCT A PRE-APPLICATION BACKGROUND INVESTIGATION.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE REMIT TO:           OFFICER GARY BOWMAN  
                                  CARMEL POLICE DEPARTMENT  
                                  3 CIVIC SQUARE  
                                  CARMEL, INDIANA 46032-7570

NOTE: THIS PRE-APPLICATION WILL EXPIRE AFTER THE FIRST PHASE OF APPLICANT TESTING IS HELD, EVEN IF YOU DO NOT PARTICIPATE. IF NO TESTING IS HELD, THE PRE-APPLICATION WILL EXPIRE ONE YEAR FROM DATE RECEIVED. IT IS YOUR RESPONSIBILITY TO RE-SUBMIT A NEW PRE-APPLICATION AFTER EXPIRATION.

CARMEL POLICE DEPARTMENT  
REQUEST FOR DATA

Information on this form is requested for the sole purpose of evaluating the effectiveness of the City's recruiting programs. All information is provided on a voluntary basis, and will not be used in making employment decisions. Failure to complete this form will not affect your chances of being offered a position.

NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

HOW DID YOU LEARN OF THIS POSITION? \_\_\_\_\_

AGE: Are you age 21 or older? Yes \_\_\_\_\_ No \_\_\_\_\_ GENDER: Male \_\_\_\_\_ Female \_\_\_\_\_

CITIZENSHIP: United States \_\_\_\_\_ Other Country \_\_\_\_\_

ETHNIC DATA (please check one):

\_\_\_\_\_ WHITE: (Not of Hispanic origin); Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

\_\_\_\_\_ BLACK: (Not of Hispanic origin); Persons having origins in any of the Black racial groups of Africa.

\_\_\_\_\_ HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. (Includes China, Japan, Korea, the Philippine Islands and Samoa.)

\_\_\_\_\_ AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_\_\_ MULTI-RACIAL

VETERAN STATUS: Are you a disabled veteran (a person entitled to disability compensation for disability at 30% or more, or a person whose discharge from active duty was for a disability incurred or aggravated in the line of duty)? Yes \_\_\_\_\_ No \_\_\_\_\_

The following CLASS B MISDEMEANORS may be cause for disqualification. Convictions will be evaluated by the Chief of Police on a case-by-case basis.

1. Battery
2. Criminal Recklessness
3. False Crime Reporting
4. Disorderly Conduct
5. Unlawful Use of Police Radio
6. Possession of a Switchblade
7. Visiting a Common Nuisance
8. Public Intoxication
9. Reckless Driving
10. Furnishing Alcohol to a Minor
11. Speed Contest
12. Leaving the Scene of an Accident
13. Harassment
14. Criminal Mischief
15. Voyeurism
16. Unlawful Gambling
17. Provocation
18. Refusal to Aid an Officer
19. Obstructing an Emergency Medical Person
20. Interference with Jury Service
21. Interference with Witness Service
22. Unlawful Use of Communication Medium
23. Invasion of Privacy
24. Using or seeking to use a false, counterfeit or altered handgun carrying license to obtain a handgun contrary to the provisions of Regulation 35-47-2-8

(YOU MAY KEEP THIS PAGE FOR YOUR PREPARATION)

## PHYSICAL FITNESS TESTING

The following physical fitness tests are pass/fail and must be successfully completed to continue in the hiring process. It would be in each applicants best interest to prepare themselves for the physical fitness portion of the hiring process. No special equipment is necessary to perform these tests.

The tests are as follows:

- |    |                  |                       |
|----|------------------|-----------------------|
| 1. | 1.5-Mile run     | 16 minutes 28 seconds |
| 2. | Vertical Jump    | 16 inches             |
| 3. | Pushups          | 25 minimum            |
| 4. | 1 minute Sit-ups | 29 minimum            |
| 5. | 300 Meter Run    | 71 seconds            |

Description of test:

### **1.5 Mile Run:**

#### PROCEDURE:

Applicant runs/walks, as fast as possible for a distance of 1.5 miles in 16 minutes 28 seconds or less

### **Vertical Jump: 16 inches**

#### PROCEDURE:

Applicant stands with one side against the wall and reaches up as high as possible to mark their standard reach. Applicant jumps as high as possible and marks the highest point of the jump. Applicant may only move one foot prior to the jump, and must jump from both feet. The arms may be thrust upward. Measurement is total inches above the standard reach point.

### **Pushups: minimum 25 (No Time Limit)**

#### PROCEDURE:

Hands are placed slightly wider than shoulder width apart, with fingers pointing forward. Starting from the up position (elbows extended, only hands and feet touching the floor) the back must remain straight at all times and lower the body to the floor until the chest touches the administrators fist. Subject then returns to the up position. This is one repetition.

### **1-Minute Sit-ups: minimum 29**

#### PROCEDURE:

Applicant starts by lying on their back, knees bent, heels flat on the floor, fingers laced and held behind head. During the sit-up, the applicant in the up position must touch their elbows to their knees, then return until their shoulder blades touch the floor.

### **300 Meter Run:**

#### PROCEDURE:

Applicant runs as fast as possible for 300 meters in 71 seconds or less.



KEEP THIS PAGE FOR YOUR PREPARATION

## FIREARMS TESTING PROCEDURE

The following is a description of the Carmel Police Department Firearms Test. It is not necessary to be familiar with firearms to be successful in this testing. Instructors will explain all procedures, and demonstrate all functions prior to the test. It is imperative that you listen carefully and be sure you understand what you are expected to do. (ASK QUESTIONS IF YOU DO NOT UNDERSTAND)

[illegible]

### S&W Model 66 Revolver (30 Second Time Limit)

After instruction and demonstration the applicant will be tested as follows:

Barrel of weapon will be placed within a 3-inch diameter cylinder

## Dominant Hand 16 trigger pulls

## >Switch Hands<

### Non-Dominate Hand 16 trigger pulls

**Weapon may not touch sides of cylinder during test and all trigger pulls must be completed in 30 seconds or less.**

## Glock Pistol Magazine Loading

After instruction and demonstration the applicant will be tested as follows:

Applicant will load 10 rounds of ammunition into a Glock magazine within two minutes